



City of Gaithersburg
Department of Parks, Recreation and Culture
301-258-6350
www.gaithersburgmd.gov

Artist and Craft Vendor Permit Rules and Regulations

The City of Gaithersburg is providing Artist and Craft Vendors with the opportunity to sell original artist created works, within certain guidelines, at designated locations. Unless otherwise noted, the dates in which vendors may set up and sell are from May 1 through October 31, 2007, and vendors must be within the following designated areas (site map issued with permit):

- **Olde Towne Park** (*Except during Celebrate Gaithersburg in Olde Towne weekend, Sept. 15-16, 2007*)
Saturdays: 10 a.m. - 2 p.m.
- **Mainstreet Pavilion Park in the Kentlands**
Saturdays: 10 a.m. - 2 p.m.
- **City Hall Concert Pavilion** (*June through mid-August*)
Mondays: 10 a.m. - 12 p.m.
Fridays or Saturdays: 30 minutes prior to and 30 minutes after scheduled performances
(Please check the City web site for specific concert dates at www.gaithersburgmd.gov)

The permit application must be completed, signed and returned, with the appropriate fee(s) to the Department of Parks, Recreation and Culture. Checks should be made payable to the City of Gaithersburg. After receipt and approval of your application, an *Artist & Craft Vendor Permit* will be issued.

- **Safety Concerns are a priority for the City.** All vendor inventory, equipment, and supplies are the responsibility of the artist/vendor and must not present a hazard to the public.
- Vendors must display their permits in a **prominent location** at all times during vending hours. Spaces are available on a first come basis.
- At Olde Towne Park and the City Hall Concert Pavilion, vendor space must not exceed 10 x 10 feet. The honor system will be in force and any conflicts or complaints will be arbitrated by City staff. Violations or problems may result in the revoking of the problematic vendor's right to participate.
- At Mainstreet Pavilion Park in the Kentlands, vendors are allotted no more than a 10 x 10 foot space in the grassy areas of the Park. If space is available under the Pavilion after the farmers set up for the Farmer's Market, artists/crafters may share the area with no guarantee of minimum vendor space size. *Therefore, if an artist/crafter desires a full 10 x 10 foot vendor space, they should set up in the grassy areas of the Park.* The honor system will be in force and any conflicts or complaints will be arbitrated by City staff. Violations or problems may result in the revoking of the problematic vendor's right to participate.
- Please submit comments and/or suggestions in writing within three (3) business days of violation or problem occurrence to the Department of Parks, Recreation and Culture.
- Participants agree that their set-up will be within the specified space boundaries and locations and that their display will not obstruct, block, or interfere with neighboring vendors or pedestrian and auto traffic right-of-ways. Participants agree to provide their own tables, chairs, canopies, etc. and to display items appropriately within their designated space(s).

- All equipment (tables, canopies, boards, shelves, etc.) **must** be safely and properly secured in the event of adverse weather conditions.
- Participants are responsible for insuring that their respective spaces are left clean and free of ALL TRASH.
- The City reserves the right to restrict or prohibit the sale and display of any item(s) deemed inappropriate. These spaces are for the sole purpose of vending handmade products and arts and crafts. **No other** solicitations are allowed.
- Participants agree not to have pets, alcohol, weapons or illegal/harmful substances with them while selling merchandise on City property.
- Participants agree not to hold the City or its employees responsible if they do not make a profit. It is also understood that the City will not be responsible for theft or damage to any items or displays.

Participants agree to be cooperative with the City of Gaithersburg's agent(s), the Market Master (if applicable) and other vendors so as to have a pleasant and orderly market.

- **Participants assume all responsibility for any loss, damage, claim or other injury to themselves, their employees, the City or to third parties resulting from use of the site by participants, or by reason of participants, their employees, agents, representatives, or to any of the items, materials, goods or other property of the same, whether caused by fire, theft, act of God, accident or any other cause whatsoever, for the period during which the participants use the space, and shall indemnify and hold harmless the City, its employees, agents and representatives from any and all such loss, damage, claim, injury or other expense relating thereto.**
- **This permit does not include participation in City sponsored events, festivals or flea markets, which require separate fees and pre-registration.**

- **FEES:**

<u>Artist & Crafter – items handmade by vendor</u>		<u>Commercial Crafter – items handmade by</u>	
		<u>someone other than vendor</u>	
City of Gaithersburg Resident	\$60.00	City of Gaithersburg Resident	\$80.00
Nonresident	\$70.00	Nonresident	\$90.00

There will be **NO** refunds once the permit has been issued.

- **Maryland State Sales Tax**

It is the vendor's responsibility to collect sales tax and all vendors are required to have a MD state tax number. This is an easy procedure, but one that is essential and must be followed. For more information call the MD Sales Tax Division at 1-800-492-1751.

- A signed registration form and fee must be submitted to:
 Artist and Craft Vendor Permits
 City of Gaithersburg
 Department of Parks, Recreation and Culture
 506 South Frederick Avenue
 Gaithersburg, MD 20877

Email address: nwilde@gaithersburgmd.gov or artsbarn@gaithersburgmd.gov

Incomplete applications will be returned.

ANY QUESTIONS? Please call: 301-258-6350

City of Gaithersburg
Department of Parks, Recreation and Culture
506 S. Frederick Avenue
Gaithersburg, MD 20877
301-258-6350 FAX # 301-948-8364



LOCATIONS:
Mainstreet Pavilion Park
Olde Towne Park
City Hall Concert Pavilion

ARTIST AND CRAFT VENDOR PERMIT APPLICATION

Please P-R-I-N-T

Business Name (if Applicable) _____

Artist's Name _____

Address _____ City Resident ☐ Nonresident ☐

City/State/ _____ Zip Code _____

Home Phone _____ - _____ - _____ Work Phone _____ - _____ - _____ Email Address _____

Fax _____ - _____ - _____ Website _____ Maryland State Tax # _____

It is the artist's responsibility to collect tax. Call the Maryland State Tax Division at 1-800-492-1751.

Description of original artist created work to be sold. Include a minimum of 5 slides or photos.

If you wish submitted materials to be returned, you must enclose a self addressed stamped envelope (SASE).

(Use reverse of this application if more space is necessary.)

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Artist & Crafter – items handmade by vendor

City of Gaithersburg Resident \$60.00
Nonresident \$70.00

Commercial Crafter – items handmade by someone other than vendor

City of Gaithersburg Resident \$80.00
Nonresident \$90.00

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*The City of Gaithersburg is committed to making reasonable accommodations
as required by the Americans with Disabilities Act.*

I have read and agree to abide by the City of Gaithersburg Artist and Craft Vendor Permit Rules and Regulations.

I certify that I have read, or have been given the opportunity to read, and fully understand Resolution R-73-05 (included with application) and agree to be in compliance with R-73-05, any amendments thereto, or other resolution to event guidelines that is in effect as of the date of the participation in the Artist and Craft Vendor Permit Program.

Participation in the Artist & Craft Vendor Permit Program by groups or organizations other than the City of Gaithersburg Officials, departments or committees does not constitute City of Gaithersburg endorsement.

Signature _____ Date _____

Amount paid \$ _____ Cash ☐ Check # _____

VISA/MC # _____ Exp. ____/____

Print Name _____
(name on card)

Signature _____

Office Use Only:

Rec'd _____

W P M F

Resident: Y N

Pr: _____

RW # _____